

## **Discrimination Reporting Procedure**

The Student CARE Team and Human Resources are responsible for coordinating inquiries and investigations of alleged discrimination. General procedures for reporting and investigation into allegations of discrimination are outlined below:

### **Reporting Discrimination**

Reports, information or rumors of discrimination should be reported to the Student CARE Team and/or Human Resources.

Inquiries or investigations of discrimination involving only students and only students will be coordinated by the Student CARE Team.

Inquiries or investigations of discrimination and reports involving employees, vendors or other individuals will be coordinated by Human Resources.

### **Contact information for the Student CARE Team and Human Resources can be found below:**

- Student CARE Team, [CARE@clackamas.edu](mailto:CARE@clackamas.edu), 503-594-3404
- Human Resources, [hr@clackamas.edu](mailto:hr@clackamas.edu), 503-594-3300
- Chief Human Resources Officer, Room B 204, 503-594-3458
- Director of Human Resources, Room B 204, 503-594-3087

Reports, information or rumors of discrimination involving the Student CARE Team or Human Resources must be reported to the President.

Reports, information or rumors of discrimination involving the President must be submitted to the chair of the Board of Education.

### **Inquiries and Investigations Discrimination**

The college official receiving the information or report of discrimination will promptly initiate an inquiry and/or investigation. The inquiry and/or investigation will be conducted in accordance with state and federal laws.

A written response regarding the findings from the inquiry and/or investigation will be provided to the complainant and respondent.

For purposes of this process, the complainant is the individual(s) filing the report of a policy violation. The respondent is the individual(s) alleged to have violated the policy.

### **Appealing the Results of an Inquiry or Investigation**

If a complainant and/or respondent is not satisfied with the findings of the inquiry and/or investigation conducted, they may submit a written appeal to the Dean of Academic Foundations and Connections or the Chief Human Resources Officer.

Appeals should be submitted within ten (10) calendar days of receipt of the findings. Meetings will be arranged with the affected parties as deemed necessary to discuss the appeal. A written response to the appeal will be provided to the individual filing the appeal.

If a complainant and/or respondent is not satisfied with the results of the initial appeal, they may submit an additional appeal to the President or the President's designee. Appeals to the President should be submitted within ten (10) calendar days or receipt of the response to the initial appeal.

Meetings will be arranged with the affected parties as deemed necessary to discuss the appeal. A written response will be provided to the individual filing the appeal.

Timelines may be extended based upon mutual consent of both parties.

### **Documentation of Inquiries or Investigations**

Documentation of inquiries or investigations of discrimination may become part of the student's education record or employee's personnel file. Additionally, documentation of inquiries, investigations or findings of sex-based discrimination or misconduct will be maintained as a confidential file in the student conduct office and/or human resources office in accordance with state and/or federal law.

### **Additional Reporting Resources**

- Discrimination may be reported, at any time, to the following state and/or federal agencies:
- U.S. Department of Labor
- Equal Employment Opportunity Commission
- Oregon Bureau of Labor and Industries
- U.S. Department of Education, Office for Civil Rights
- Higher Education Coordinating Commission